1. Go to **https://my.nrcs.usda.gov**
2. **Login**
3. Go to the **Field Tools Tab**
4. Find and Click the **Affiliates** icon.
    - This is located in the 3rd box along the left side of the page titled Operations
5. The Affiliate homepage will come up. Click the **Affiliates** tab.
    - This is located in the row of links on the top right of the page
6. Type a **Last and First name** in the appropriate fields, and click **SEARCH**.
    - DO NOT FILL IN ANY OTHER BOXES. DO FIRST AND LAST NAME ONLY
    - If the person you are searching for comes back in the search, you will not need to do anything else here. You will proceed Step 1 of **Linking Affiliate Accounts**.
7. If the persons name does not come up in the search Click **Add New Individual**
    - This is located at the top right side of the page.

At this point a new box will pop up, and you will fill this page out.

8. Enter **Last Name**
9. Enter **First Name**
Note: There is no need for a Middle Initial

10. Click the drop list arrow below the name, and select the **Affiliation Type**
    - Conservation District = **Employee CD Employee/Staff**
    - Game Commission Employee = **State Govt Employee/Staff**
    - ACE = **Contractor**
    - HACU Student = **Partner Org Employee/Student**
11. Enter **Position Title** below the Affiliate Type

LEAVE THE DEACTIVATED BOX **UNCHECKED**, LEAVE PUBLIC BOX **CHECKED**, THERE SHOULD BE **NO EXPIRATION DATE**.

Skip down to the next section (**Contact Information**):

12. Enter **one phone number**, select the **Type** from the drop list to the right of the phone number, and check the **Primary** circle and the **Pub** square to the left of this line.
13. Enter **one email address**, select the **Type** from the drop list to the right of the email address, and check the **Primary** circle and **Pub** square to the left of this line.

Skip down to the next section (**Sensitivity and Security Clearance**):

14. For **Sensitivity Code**, select **Not Applicable** from the drop down list.
15. For **Computer Sensitivity**, select **Not Applicable** from the drop down list.

16. For **Security Clearance**, select **Not Required** from the drop down list.
Note: DO NOT ENTER ANY DATES FOR BACKGROUND CHECK
Skip down to the next section (**Organization Information**)

17. Under the **Affiliate Organization** part (left side of the **Organization Information** section), Click **Add**.

At this point a new window will pop up.

18. Select a **State** from the drop list
- For ACES, select **VIRGINIA**
- For HACU students, select **DISTRICT OF COLUMBIA**
- For GAME COMMISSION and CONSERVATION DISTRICT employees, select **PENNSYLVANIA**

19. In the NAME box, enter the search criteria
- For ACES, type in the words **National Older Workers Career Center**.
- For HACU, type in **Hispanic Association for Colleges & Universities**.
- For GAME COMMISSION, type **Pennsylvania Game Commission**
- For CONSERVATION DISTRICT type ONLY the **COUNTY NAME** (i.e. Butler, Berks, Chester)

20. DO NOT PRESS ENTER. YOU MUST CLICK SEARCH WITH THE MOUSE. Click **SEARCH**, once you have entered the appropriate **Name** in the box from Step 19.

21. Click the appropriate selection in the search results the come up in **BLUE** FONT
- THE NAME OF THE ORGANIZATION YOU ARE LOOKING WILL SHOW UP IN BLUE AFTER YOU CLICK SEARCH from Step 20.
- Once you click the organization you were looking for, this window will disappear and the original page will refresh and populate the information for the affiliate organization. **IF YOU ARE ADDING A CONSERVATION DISTRICT EMPOYEE, THIS WILL ALSO POPULATE THE ASSOCIATED FEDERAL OFFICE** part of the page located to the right of the **AFFILIATE ORGANATION** part in the **ORGANIZATION INFORMATION** section. You will notice that the information that automatically comes up under the **ASSOCIATED FEDERAL OFFICE** part will be **YOUR** respective office information. **THIS MEANS THAT YOU SHOULD ONLY BE CREATING A RECORD FOR PEOPLE LOCATED IN YOUR OWN OFFICE. If you are adding someone from any other organization (i.e. Game Commission, ACES, etc.), or for some other reason, the** Associated Federal Office **part does not automatically populate, you will need to Click ADD. An ASSOCIATED FEDERAL OFFICE look up page will pop up. At this point, you will only have YOUR respective office as a choice to select. Select it. This page will disappear, and it will populate the** Associated Federal Office **part.**

Skip down to the next section (**ADDRESS INFORMATION**):

22. Check the appropriate circle for the **PHYSICAL LOCATION of AFFILIATE** (working location) of the person you are adding. (Left Side)
- **THIS MEANS THE OFFICE THEY ARE LOCATED IN**
- If they are working in the **NRCS** office, click the circle next to **FEDERAL OFFICE**. If they are working in the **AFFILIATE ORGANIZATION** office (i.e. Conservation District office or Game Commission office), click the circle next to **AFFILIATE ORGANIZATION OFFICE**.

NOTE: LEAVE THE ADDRESS BOXES BELOW EMPTY.
Note: The NRCS Office and the Affiliate Organization Office are already on record, so LEAVE THE ADDRESS BOXES BELOW EMPTY. **If they are working somewhere other than the two offices, which is not likely, you will check the box next to OTHER and fill in the address information.**

23. Indicate the appropriate **MAILING ADDRESS of AFFILIATE** for the person you are adding (Right Side). If it is the same as the Physical Address/Location of the person, click the circle next to **SAME AS PHYSICAL LOCATION.** If the mailing address is somewhere other than where the person is working, check the circle next to **Other**, and enter the appropriate mailing address in the fields below.

NOTE: In most cases, the mailing address will be the same as physical address, so you will not need to enter any address info.

24. Click **SAVE** at the bottom

IMMEDIATELY: If you did everything correctly, a box will pop up indicating that you have created a record for the person.

25. Click **OK.**

Note: If any information was left out and/or was entered incorrectly, the information will refresh with error messages at the top telling you what you need to do. Fix the errors indicated at the top, and click SAVE again. This completes the ADD NEW INDIVIDUAL PROCESS. Now you are ready to LINK the accounts.